



This funding request is for public transportation projects that begin July 1, 2015 and end June 30, 2017. Applications must be received by WSDOT no later than 5 p.m. on November 19, 2014. WSDOT will review all submitted applications for completeness and will allow applicants to submit corrections up to December 17, 2014. Do not use this application form for transit formula or FTA Section 5311(f) and 5339 grant requests. Go to [www.wsdot.wa.gov/transit](http://www.wsdot.wa.gov/transit) for additional information.

Complete one (1) Summary and Authorization Form per agency/organization regardless of how many applications or type of application submitted (operating, capital, mobility management and planning).

**I. General Organization Information**

Legal Name of Organization Tierra Village	
DBA (if applicable) Tierra Village & TRAILS	
Federal ID Number 20-0449004	DUNS Number 806301078
Statewide Vendor Number In Process	
Mailing Address 11864 Sunitsch Canyon Road Leavenworth, WA 98826	
Main Office Address (if different from mailing address)	
Payment Mailing Address (if different from mailing address)	
Phone Number (509) 548-3519	Fax Number (509) 344-1443
Organization Director Shanda Holm	
Email Address Shanda@tierralearningcenter.org	
Application Contact Shanda Holm	Email Address shanda@tierralearningcenter.org

## II. Type of Applicant

- |  |   |
|--|---|
| <input type="checkbox"/> Rural Public Transit                        | <input type="checkbox"/> Special District (i.e. School, Port) |
| <input type="checkbox"/> Small Urban Public Transit                  | <input type="checkbox"/> Tribal Government                    |
| <input type="checkbox"/> Large Urban Public Transit                  | <input type="checkbox"/> State Agency                         |
| <input checked="" type="checkbox"/> Private Non-Profit Organization* | <input type="checkbox"/> General and Local Government         |
| <input type="checkbox"/> Private for Profit                          |   |

\*For private, non-profit applicants that have not previously applied for grant funding, WSDOT asks that you attach a copy of your IRS Letter of Determination for 501(c) non-profit status.

## III. Organization Service-Level Information

List the service-level information requested below for all transportation services your organization provides (including project-related). Service-level information specific to each project will be requested in the project section for each project application.

Agency-wide Information	July 1, 2013 through June 30, 2014 (actual)	July 1, 2014 through June 30, 2015 (budgeted)	July 1, 2015 through June 30, 2017 (projected)
Revenue Vehicle Hours *	585		1692.3
Revenue Vehicle Miles **	7,600	10,000	22,000
Passenger Trips ***	633	834	1833
Volunteer Hours ****	2740	2740	5600

\* Total revenue hours for all vehicles used for the passenger transportation services provided by your organization.

\*\* Include revenue miles from all vehicles used for passenger transportation services provided by your organization.

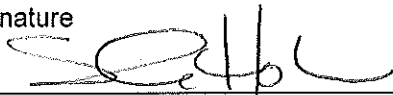
\*\*\* Passenger trips include each time a passenger boards a vehicle used for the passenger transportation services provided by your organization.

\*\*\*\* For transportation related volunteer hours only.

## IV. Application Authority

This application must be certified by someone authorized to sign contracts on behalf of your organization or delegated that authority, such as the board chairperson or chief executive officer. Applications submitted without the checkbox selected will be rejected by WSDOT and will not be considered for grant funding.

☒ I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project(s) associated with this application(s).

Name and Job Title Shanda Holm, Executive Director	
Signature 	Date November 15, 2014
List Title(s) of All Project(s) Submitted  Tierra Village Mobility Equity	



Complete one Project Section for each project. If submitting multiple projects, please fill out one project section per project.

**I. Project Summary**

Legal Name of Organization Tierra Village		
Amount of Funds Requested from WSDOT 23,500	Willing to accept FTA funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Project Title (must be the same project title ranked by your local RTPO/MPO) Tierra Village Mobility Equality Project		
Project Contact Name Shanda Holm	Project Contact Phone Number (509) 548-1200 ext 5	Project Contact Email Address shanda@tierralearningcenter.org
Legislative Districts 12	Congressional Districts 4	

**II. Coordinated Public Transit - Human Service Transportation Plans**

Identify which regional Coordinated Public Transit - Human Services Transportation Plan(s) this project is included in and on which page it is referenced.

Human Services Transportation Plan	Page #
North Central RTPO <input type="checkbox"/>	Page 15 & 19
<input type="checkbox"/>	
Other:	

### III. Type of Project

Describe the type of project by selecting one of the four options below. Remember to submit separate applications for capital, operating, mobility management and planning projects. Please see Chapter 4 for more information.

#### 1. Operating

☐ **General Operating Assistance** – Select this option if your organization (e.g., transit agency) is submitting only one operating project that includes all of the transportation services your organization provides.

☒ **Operating Assistance for a Specific Service** – Select this option if your organization is submitting an application for specific services you provide.

##### a. Service type (check all that apply)

- ☐ Fixed-route
- ☐ Route-deviated
- ☐ Volunteer driver
- ☐ Demand-response
- ☐ Vanpool
- ☐ Employment options
- ☒ Other (describe)  
Provide coordination of contracted transportation services.

##### b. Need for service

- ☐ Preserve Existing Service
- ☒ Expand Service  
If Expand Service, check all that apply
  - ☒ Establish new service area
  - ☐ Reduce response time
  - ☐ Extend hours of service
  - ☒ Increase frequency
  - ☒ Provide new services (describe)  
Door to door service for developmental disabled.

#### 2. Capital (see Chapter 4, Section III vehicle descriptions)

- ☐ Fleet or equipment expansion
- ☐ Fleet or equipment replacement

##### a. Fleet or equipment type

- ☐ Van
- ☐ Light-Duty Cutaway (25ft, <30ft)
- ☐ Medium-Duty Cutaway (<30ft, 30ft, >30ft)
- ☐ Shelters/Signage
- ☐ Add ADA accessibility
- ☐ Purchase of service

☐ Other equipment (describe)

☐ Information Technology (describe and provide ITS architecture title and page #)

#### 3. Mobility Management

☐ Yes

#### 4. Planning (maximum of \$50,000 award)

☐ Yes

#### **IV. Project Description**

Responses in Section IV (Questions 1 through 7) are limited to the space provided, or may be expanded on the supplemental page if additional space is needed. See instructions in Chapter 4.

1. Provide a detailed description of the project.

The Tierra Village Mobility Equality Project will coordinate and provide access to transportation services for adults with developmental disabilities. Transportation will be provided twice daily, on average, and encompass the entire calendar year. Transportation will include the contracting of local transportation service providers and/or utilization of a rented vehicle driven by volunteers and staff. Our primary contracted transportation provider will be Leavenworth Taxi & Shuttle Service, however, as a cost saving measure, when the Tierra Village agency vehicle is available, we will rent a vehicle from Tierra Village, .56 cents a mile, and have staff/volunteers drive the routes. Transportation provided will include door-to-door service between Tierra Village/TRAILS (Tierra's Employment Training and Employment Pre-training program) and key locations in Leavenworth, such as the LINK bus stop, places of employment, health services, AMTRACK, grocery stores, and recreation sites.

As a result of this project, adults with developmental disabilities will greatly increase their opportunities for independence, community involvement, and meaningful employment. In addition, those who are currently unable to attend TRAILS Employment because of lack of transit services to Sunitsch Canyon, will gain access to education and support services.

2. In regard to the community planning process, how does this project meet the needs of the community and the strategies addressed in the locally developed Human Services Transportation Plan? If this is an Intelligent Transportation System (ITS) project, is it included in an ITS architecture? If the project is for capital replacement or expansion, how does the replacement or expansion meet the needs of the community?

Tierra Village Mobility Equality Project will:

- provide access to transportation for developmentally disabled populations in rural areas, allowing them opportunity for and access to employment and services
- serve low income, disabled, and elderly populations who reside outside of the LINK service boundaries
- develop new/expanded services into rural areas & provide critical connection to/with the community.

3. How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public or special-needs transportation? For continuing projects, please include information regarding the project's performance to date.

Tierra Village will document/track the following data points:

- number of rides given
- timeliness of user's arrival to job sites and appointments
- ease of use for riders, both independent individuals and those requiring various levels of support
- cost per ride
- ease & accessibility of scheduling
- safety

4. Describe your organization's efforts to leverage resources from sources other than WSDOT to support the implementation of the project?

Tierra Village currently:

- has applied for and is receiving a grant through AmeriCorps which helps with volunteer recruitment for services. We will apply for a grant for an additional AmeriCorps volunteer for next year. If received, an AmeriCorps grant funding could be the primary source of the 3,950\$ of in-kind volunteer hours we have noted. Additionally we are working hard with our current AmeriCorps Volunteer to set up a cohesive volunteer network to insure TRAILS could recruit volunteers to perform the in-kind hours regardless of next years AmeriCorp placements.
- maximizes the sharing of resources within our own organization (for example, the TRAILS day program has access to the Coyote House residential program's van for the same cost as milage reimbursement for personal vehicle use).
- applied for DVR funding for individuals to help pay service providers for transportation
- works with two other local non-profits to provide ride-shares for residents and program participants

5. Is this project dependent on any other project submitted by your organization or other organizations? If so, please identify the other organization(s) and describe the relationship to the project you're requesting funding.

This project is not dependent on any other project submitted by your organization or other organizations. Tierra Village Mobility Equality Project is an independent project.



6. Discuss the multimodal aspects of your project. Does your project connect to, coordinate with, leverage or enhance other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)? Describe.

Currently, riders are not able to access their work and community services without volunteers. This limits the expansion of employment options and number of community services available to participants of the TRAILS program and residents of Tierra Village. Additionally, some individuals from the surrounding area (Leavenworth, Peshastin, Cashmere, Wenatchee) who wish to attend TRAILS (the Employment and Pre-Employment Training day program at Tierra Village) are unable to as there is no public transportation to Sunitsch Canyon.

7. Identify the project staff for this project. What type of experience do these individuals have with grant management? Describe their experience managing FTA funds, state funds or other funds.

This project will be overseen by Shanda Holm, the Executive Director of Tierra Village. Shanda has a master's degree in Organizational Leadership. She has over 20 years of creating and managing budgets for organizations including Tierra Retreat Center, Tierra Village, Proctor Academy and the Northwest Mountain School. Shanda was instrumental in transforming Tierra Retreat Center into a profitable business. She also coordinates and oversees the paperwork involved with funding sources that include SSI, Medicaid, DSHS. Shanda currently manages a \$250,000 budget and is responsible for building Tierra Village, Das Deal Book and TRAILS from individual contributions and grants into a self sustaining diversified non-profit.

## V. Project Service Level Information

1. Provide the service level information requested below for this specific project:

Project Specific Information	July 1, 2013 through June 30, 2014 (actual)	July 1, 2014 through June 30, 2015 (budgeted)	July 1, 2015 through June 30, 2017 (projected 24-months)
Revenue Vehicle Hours*			NA
Revenue Vehicle Miles**			NA
Passenger Trips***			2,902
Volunteer Hours****			252

\* Total revenue hours for all vehicles used for the passenger transportation services described in this specific project.

\*\* Include revenue miles from all vehicles used for passenger transportation services described in this specific project.

\*\*\* Passenger trips include each time a passenger boards a vehicle used for the passenger-transportation services described in this specific project.

\*\*\*\*For transportation-related volunteer hours only.

2. How were service-level estimates developed?

Service-level estimates were developed based on current program statistics and program growth projections.

3. For mobility management projects, summarize your service accomplishments either in qualitative (narrative) or quantitative (statistics) format.  
NA

## VI. Financial Information – For Operating, Mobility Management and Planning Grants

Complete the following information for this project only.

### Expenses

Please review Chapter 4 prior to filling out this section.

	July 1, 2013 through June 30, 2014 (Actual)	July 1, 2014 through June 30, 2015 (Budgeted)	2013-2015 Biennium (Total of Actual and Budgeted)	July 1, 2015 through June 30, 2017 (Projected)
AD: Consultant Services				
AD: Labor & Benefits				
AD: Rent & Utilities				
Contracted Services				29,800
DO: Depreciation				
DO: Fuel & Lubricants				
DO: Insurance				
DO: Labor and Benefits				
DO: Vehicle Maintenance				
DO: Vehicle Use Fees				
<b>Total Gross Operating Expenses</b>	0	0	0	29,800
Less Passenger Fares and Donations				0
<b>Total Net Operating Expenses</b>	0	0	0	29,500

## Revenues

Please review Chapter 4 prior to filling out this section. Remember, there is a 5% matching requirement from the applicant or local partners to apply for this grant.

	July 1, 2013 through June 30, 2014 (Actual)	July 1, 2014 through June 30, 2015 (Budgeted)	2013-2015 Biennium (Total of Actual and Budgeted)	July 1, 2015 through June 30, 2017 (Projected)
Local: Reserves <input checked="" type="checkbox"/>				2,050
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
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<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
In-Kind Volunteer Hours				3,950
<b>Subtotal Operating Revenue</b>	0	0	0	6,000
Requested Operating/Development Grant	N/A	N/A	N/A	23,500
<b>*** Total Operating Revenue</b>	0	0	0	23,500

\* Do not include passenger fares or donations in local funds.

\*\* Do not include any state or federal funds requested in this application in the Projected Revenue column.

\*\*\* This amount must be equal to Total Net Operating Expenses on the previous page.

**The total operating expenditures and revenues should match. Please use the tool below to ensure the difference is \$0.00.**

Total Net Operating Expenditures 29,500

Total Operating Revenue 29,500

Difference (Should be \$0.00) 0

Please describe how the budget was developed. If there are variances between the current budget and the requested budget, please explain. Are the funds requested being used to match federal funds already awarded?

The Budget for the project was developed using the following methodology:

1. Determine number of rides needed to provide basic access to services for 16 Adults with Developmental Disabilities.
2. Developing scheduling scenarios to determine how to allow maximum access, flexibility as well as ride share potential.
3. Researching costs and track records of all available transportation providers.
4. Run numbers on two door to door rides daily.
5. Calculate estimated number of hours of volunteer and staff availability based on current and projected schedules.
6. Calculate cost using 80% contracted services and 20% volunteers/staff and van rental.
7. Determine available dollars from fees and grants.
8. Determine grant needed to make this project happen.

## VII. Equipment Request (for Capital projects only)

Please see Chapter 4, Section VII for guidance on how to describe your vehicle or equipment.  
Please see Appendix A, Glossary of Terms for the definitions of replacement and expansion.

### 1. Identify your capital equipment request.

Description	Pass. Seating & WC stations	Useful Life	Fuel Type	Replace (R) Expand (E)	Qty	Unit Cost	Total Cost
							0
							0
							0
							0
							0
							0
							0
							0
							0

Sub Total 0

Sales Tax

Total Estimated Cost 0

Less Local Matching Funds for this Project

Total Equipment Request for this Project 0

**Note:** Vehicles carrying up to 15 passengers used for vanpooling/ridesharing, and vehicles used for special needs transportation under 28 feet are not subject to sales tax. To exercise this option, the vehicle must qualify for and be licensed with rideshare plates through the Department of Licensing. See RCW 82.08.0287 for more information.

\*If answered 0 passenger ADA seating, how will you ensure system accessibility?

2. Did you perform an independent cost estimate for each item listed above?  
(See Chapter 4 for additional information.).

☐ Yes    ☐ No

3. Please explain how you determined unit cost for items listed.



4. Complete the information below regarding the transportation vehicles your organization is requesting to replace with these grant funds. You may attach one additional Excel worksheet if needed. See Appendix A, Glossary of Terms for the definitions of active and spare.

[illegible]



## VIII. Estimated Milestones

Select the appropriate milestone based on your project in the left column. In the middle column enter the date your organization estimates the task will be done. In the last column enter an activity description.

[illegible]

## Supplemental Information

Supplemental information is limited to one page per project. You may use this space to elaborate on information provided in the other sections of the application (indicate the specific question number). Try to keep your comments brief. WSDOT reserves the right to omit information exceeding the visible space provided.



David Dumore connecting with businesses to sell Das Deal Book, a locals coupon book created at Tierra Village/TRAILS to stimulate a local economy and build relationships with people of all abilities.

Come visit us at [Tierravillage.org](http://Tierravillage.org) to learn more ☺.

Please note that the population density for our service area in Chelan County is primarily rural. The population and geographic center of Chelan County is Leavenworth that has a population of just under 2,000 residents. A google map of the area conveys population density and is located at <https://www.google.com/maps/@47.5895179,-120.6604825,11z>

## Attachments Checklist

*(Applications submitted without the required attachments will be considered incomplete.)*

Attachments required for the entire application:

- ☒ Copy of organization's last financial statements (i.e. income statement, balance sheet & statement of cash position).
- ☒ 501(c) IRS Letter of Determination (For new non-profit applicants only).
- ☒ Customer complaint-process guidelines (For new applicants only).
- ☒ Title VI plan (For new applicants only)

Attachments required for each project:

- ☒ Service area map.
- ☒ Population density map for each project.
- ☐ Letters of acknowledgment from RTPPO or MPO in the geographic area(s) of the project (only if the RTPPO/MPO has not yet ranked the project).
- ☐ Letters committing matching funds (on projects with financial partners).
- ☐ Indirect cost plan (on operating grant projects only if the organization is planning to charge indirect costs).
- ☒ In-kind match valuation proposal (if in-kind match will be used).
- ☒ \*Optional: Letters of support.

**End of Project**

10:59 AM

11/18/14

Accrual Basis

## TIERRA VILLAGE

## Profit &amp; Loss

January 1 through November 18, 2014

	A- TV Um...	B- Trails	D- Das De...	C- Coyote...	TOTAL
Ordinary Income/Expense					
Income					
Advertising/Coupon Income	0.00	0.00	11,393.04	0.00	11,393.04
Coupon Book Sales Income	0.00	0.00	6,760.87	0.00	6,760.87
Boarder Income	0.00	0.00	0.00	3,428.44	3,428.44
TRAILS Income	0.00	35,315.00	0.00	0.00	35,315.00
Rental & Care Income	0.00	0.00	0.00	133,971.03	133,971.03
TV Administration Income	32,461.00	0.00	0.00	0.00	32,461.00
Contributions	150,000.00	2,100.00	2,279.00	0.00	154,379.00
Grants	1,000.00	-252.46	0.00	0.00	747.54
Total Income	183,461.00	37,162.54	20,432.91	137,399.47	378,455.92
Gross Profit	183,461.00	37,162.54	20,432.91	137,399.47	378,455.92
Expense					
Net Ordinary Income	90,996.66	29,734.93	18,414.70	119,088.79	258,235.08
Other Income/Expense					
Other Income					
Tax Refund	415.74	0.00	0.00	0.00	415.74
Total Other Income	415.74	0.00	0.00	0.00	415.74
Other Expense					
Scholarships Given	0.00	4,805.00	0.00	700.00	5,505.00
Total Other Expense	0.00	4,805.00	0.00	700.00	5,505.00
Net Other Income	415.74	-4,805.00	0.00	-700.00	-5,089.26
Net Income	92,880.08	2,622.61	2,018.21	17,610.68	115,131.58

**TIERRA VILLAGE**  
**Balance Sheet**  
As of November 18, 2014

	Nov 18, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Petty Cash	2,058.83
CVB checking	62,545.19
Special Program Funds	17,160.73
Total Checking/Savings	81,764.75
Accounts Receivable	49,256.31
Accounts Receivable	49,256.31
Total Accounts Receivable	
Total Current Assets	131,021.06
Fixed Assets	
Furniture and Equipment	17,782.55
Total Fixed Assets	17,782.55
<b>TOTAL ASSETS</b>	<b>148,803.61</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	-300.00
Accounts Payable	-300.00
Total Accounts Payable	
Credit Cards	
CVB Visa - 5333 - Monica	1,585.48
CVB Visa - 5325 - Shanda	110.00
Total Credit Cards	1,695.48
Other Current Liabilities	
Direct Deposit Liabilities	3.19
Payroll Liabilities	1,708.54
Total Other Current Liabilities	1,711.73
Total Current Liabilities	3,107.21
Total Liabilities	3,107.21
Equity	
Opening Balance Equity	127,076.50
Unrestricted Net Assets	-96,411.68
Net Income	115,031.58
Total Equity	145,696.40

10:51 AM  
11/18/14  
Accrual Basis

**TIERRA VILLAGE**  
**Balance Sheet**  
As of November 18, 2014

	<u>Nov 18, 14</u>
TOTAL LIABILITIES & EQUITY	<u>148,803.61</u>



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

**MAY 28 2004**

Date: ' .

TIERRA LEARNING CENTER INC  
C/O DAVID PEYTON WORLEY  
PO DRAWER 460  
LANCASTER, SC 29721

Employer Identification Number:  
20-0449004

DLN:

17053344021003

Contact Person:

JOSEPH R HERR

ID# 31128

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Addendum Applies:

No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that, as indicated in your application, you are a private foundation within the meaning of section 509(a) of the Code. In this letter we are not determining whether you are an operating foundation as defined in section 4942(j)(3).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA). However, since you are a private foundation, you are subject to excise taxes under chapter 42 of the Code. You also may be subject to other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circum-

Letter 1076 (DO/CG)

TIERRA LEARNING CENTER INC

stances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

You are required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as a Private Foundation. Form 990-PF must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make certain returns available for public inspection for three years after the later of the due date of the return or the date the return is filed. The returns required to be made available for public inspection are Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Nonexempt Charitable Trust Treated as a Private Foundation, and Form 4720, Return of Certain Excise Taxes on Charities and Other Persons Under Chapters 41 and 42 of the Internal Revenue Code. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents must be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your exempt

Letter 1076 (DO/CG)

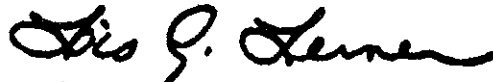
TIERRA LEARNING CENTER INC

status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Lois G. Wernier". The signature is fluid and cursive, with the first name "Lois" being more prominent.

Lois G. Wernier  
Director, Exempt Organizations  
Rulings and Agreements

STATE OF WASHINGTON



SECRETARY OF STATE

TIERRA VILLAGE

PETER FRALEY  
1 FIFTH ST STE 200  
WENATCHEE WA 98801

AMENDMENT

I, Sam Reed, Secretary of State of the State of Washington and custodian of its seal, hereby certify that documents meeting Washington statutory requirements have been filed and processed with the Secretary of State on behalf of:

TIERRA VILLAGE

A Washington Nonprofit Corporation

UBI: 602 342 928

Filing Date: May 07, 2010

Effective Date: May 07, 2010

Previous Name:

TIERRA LEARNING CENTER



Given under my hand and the seal of the State of Washington at Olympia, the State Capital.

Sam Reed, Secretary of State



## **Complaint Procedures for Participants**

### **PURPOSE**

- For Participants/Residents and/or their Representatives (hereafter referred to as Participants) to express their concerns or grievances and to seek a solution concerning disagreements arising from relationships, conditions, or practices.
- For Participants to understand the procedure they can follow if they feel that they do not have a physically or emotionally safe environment.

### **PROCEDURE**

1. Participants are encouraged to discuss problems and questions directly with the staff and/or volunteer, ED to arrive at fair and equitable solutions to problems. Participants should consider filing a grievance only if resolution through informal means is not possible. Discussions aimed at informal resolution should remain appropriately confidential and generally last for no more than 15 working days, then continue to step 2.
2. Mediation: Any Participant who has not reached an informal resolution should request a mediation session with the ED. Mediation is an informal and confidential process through which those directly involved in a grievance can participate in a search for a fair and workable solution. Generally the mediation process should last for no more than 20 working days. If resolution is not met via mediation a formal grievance should be filed.
3. Filing a Formal Grievance: The Participant should, within 5 working days of the abandonment of attempts at informal resolution and/or mediation, inform in writing the Board Chair, with a copy to the ED and HR. Support will be provided to the Participant to help file a formal complaint. The support person helping shall be chosen by the Participant.
4. Review of the Grievance: The Board Chair will review the written statement and may consult with Tierra Village ED already involved in the case. The Board Chair convenes a proceeding of the Grievance Committee to review the written statement. A grievance committee is established, proceeding, and the findings and result of the Grievance Committee shall be considered the final resolution to the issue.

\*In cases where the grievance directly involves the Executive Director, the ED will immediately notify the Board Chair.

\*A Resident's Representative will be made aware if the Participant pursues this complaint procedure to ensure that the Participant is aware of the procedure and has support through the process.

### **In Cases of Harassment**

What do you do if you are harassed?

Follow the same above procedure.

Become informed, see Tierra Village's abuse and neglect policy.

If the complainant is dissatisfied with Tierra Village's action, or is otherwise interested in doing so, she or he may file a complaint with the Washington Attorney General's Office.



## **Tierra Village Title VI Policy Statement**

### **Title VI Policy Statement**

Tierra Village (TV) assures that no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. TV further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

### **What is Title VI?**

Title VI of the Civil Rights Act of 1964 is the main legal authority for the department's Office of Equal Opportunity, External Civil Rights nondiscrimination programs. Title VI prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Once an agency accepts federal funds, all of its programs and activities are covered, regardless of their funding source. Related statutes and Presidential Executive Orders under the umbrella of Title VI address Environmental Justice (EJ) in minority and low-income populations, and services to those individuals with Limited English Proficiency (LEP), women and the disabled.

### **Tierra Village TITLE VI POLICY**

Tierra Village cannot, on the basis of race, color, national origin or sex, either directly or through contractual means:

- Deny program services, aids or benefits;
- Provide a different service, aid or benefit, or provide them in a manner different than what is provided to others;
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

### **Title VI enforcement is conducted through the following activities:**

- Conducting Title VI & Equality Education training to staff, and volunteers.
- Developing Title VI compliance information for internal and external dissemination.
- Processing the disposition of Title VI complaints received by TV.

### **TITLE VI INVESTIGATION AND COMPLAINT PROCEDURES (INTERNAL)**

See Tierra Village Complaint Procedure.

### **TITLE VI INVESTIGATION AND COMPLAINT PROCEDURES (EXTERNAL)**

The Office of Equal Opportunity (OEO) conducts Title VI investigations of alleged discrimination based on race, color, national origin or sex, as it relates to the provision of benefits and services. Title VI jurisdiction also covers issues of



## **Tierra Village Title VI Policy Statement**

discrimination in the Disadvantaged Business Enterprise (DBE) program as well as Environmental Justice and Limited English Proficiency activities.

An investigation is the process used to determine the facts to support or disprove a complaint or report of an alleged incident. The investigation seeks to gather and report the truth and all the facts.

If an individual believes he or she has been subjected to discrimination or harassment in violation of their civil rights, he or she may file a complaint with OEO. All complaints must be filed within 180 days of the alleged act of discrimination.

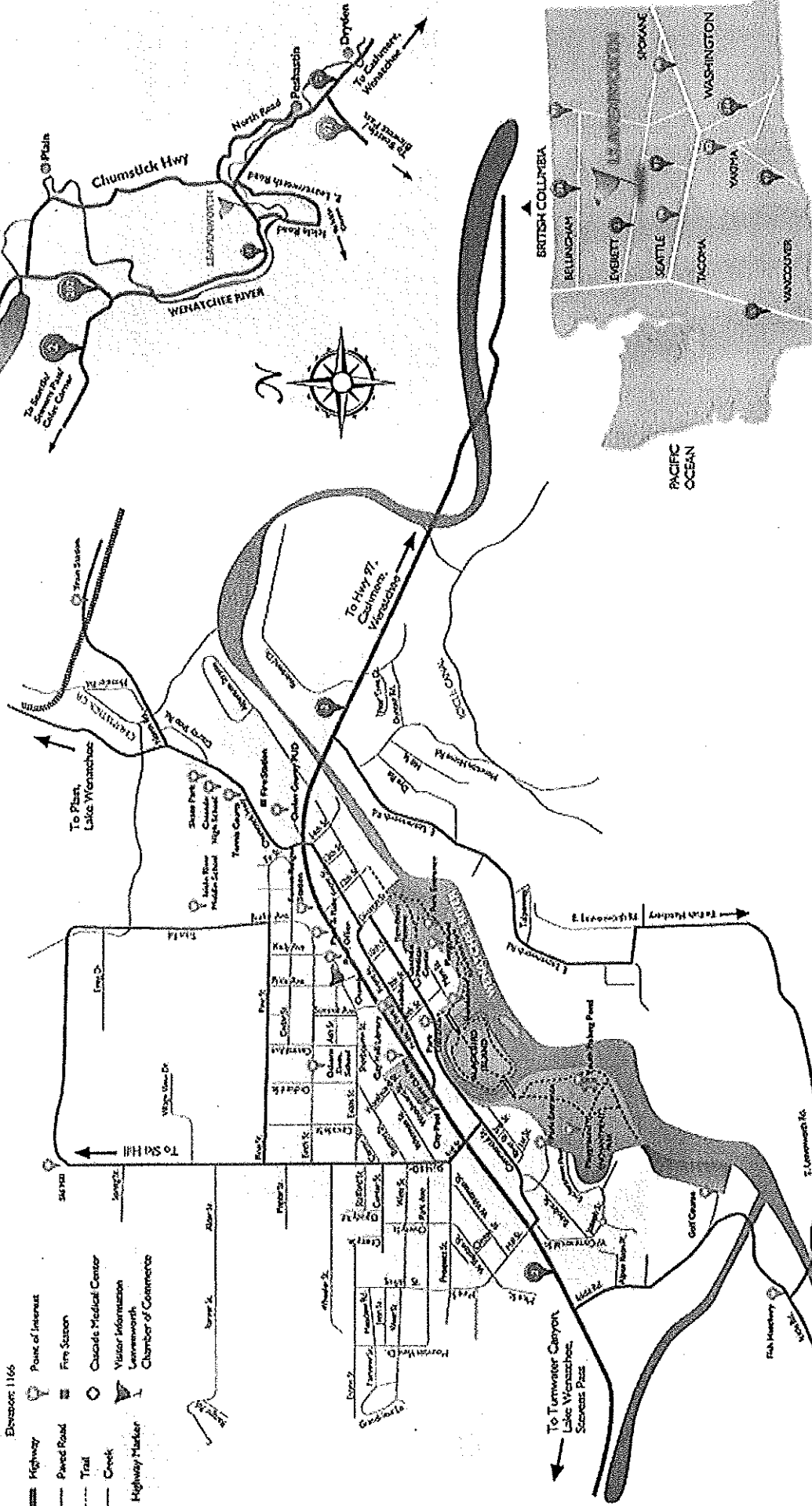
Retaliation will not be tolerated against any person who reports alleged discrimination, harassment or policy violations or participates as a witness in an investigation. The investigator will submit an independent and impartial report with respect to the established facts of the case. Efforts will be made to resolve complaints and correct any discrimination found.

Leavenworth Chamber of Commerce  
 P.O. Box 327  
 Leavenworth, WA 98826  
 509.548.5897  
 www.leavenworth.org

# DOWNTOWN Leavenworth

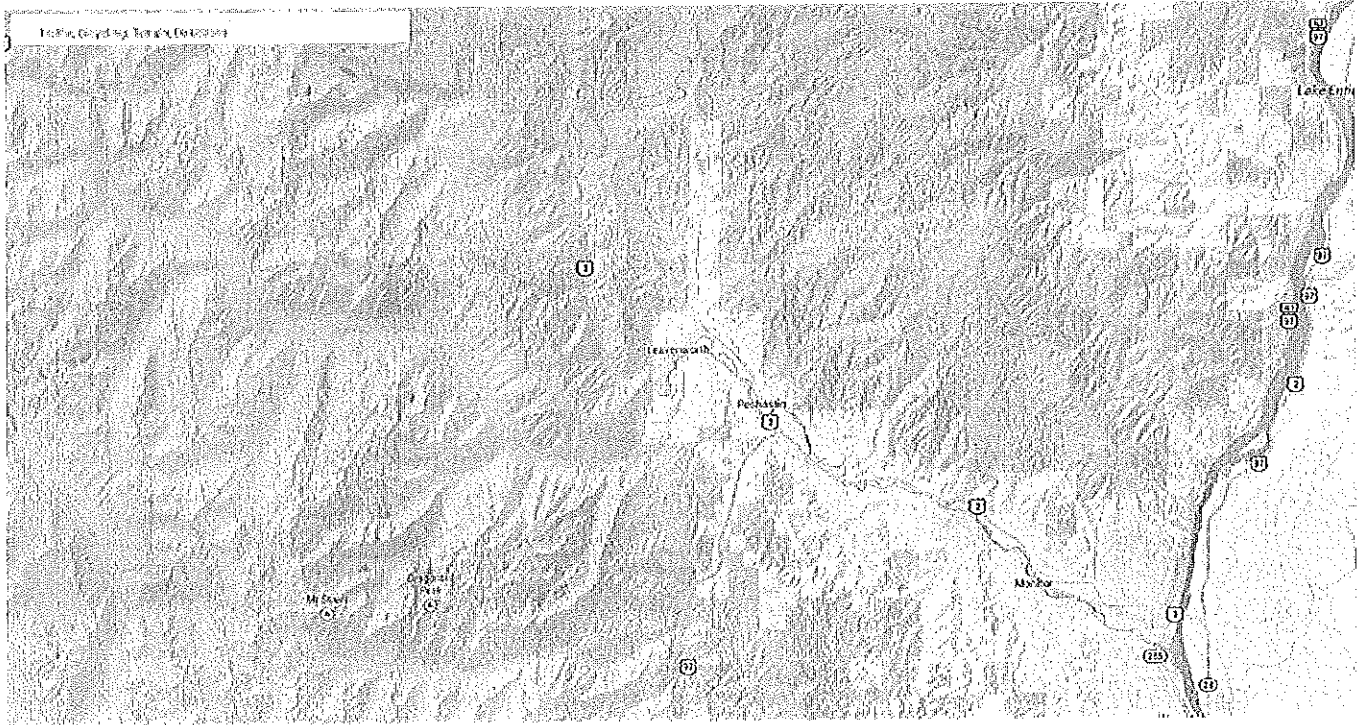
Elevation: 1166

- Highway
- Point of Interest
- Paved Road
- Fire Station
- Trail
- Cascade Medical Center
- Creek
- Visitor Information
- Leavenworth Chamber of Commerce
- Highway Marker





# DENSITY MAP



## **Tierra Village Mobility Equality Project**

### **In-kind match valuation proposal.**

Donor: AmeriCorps Volunteer, Alex Roberts, Maggie Smelser or other.

Position: Volunteer

Work Performed: Driver

Number of Hours: 252

Per Hour Value: \$15.66

Total Value: \$3950



*Our mission is to improve and enrich the lives of people who have developmental disabilities and their families by providing a variety of year-round recreational, educational and social opportunities.*

November 17, 2014

Re: Tierra Village Mobility Equality Project

To: Regional Transportation Planning Organization (RTPO)  
Washington State Department of Transportation (WSDOT)

Dear Members of the RTPO and the WSDOT:

I write this letter in support of the Tierra Village Mobility Equality Project's request for grant monies that will help to provide transportation for rural job access as well as access to medical appointments, services, etc. for a group of individuals who have developmental disabilities and who live in a setting that currently provides no such access.

This Project will enable the residents of Tierra Village, an adult family home located five miles outside of Leavenworth, WA, to get to places of employment and job training, as well as health services and recreation sites located in outlying areas such as Wenatchee, Cashmere and Peshastin. It would also enable people who have developmental disabilities who are living in such outlying areas to access pre-employment and employment trainings that may be held at Tierra Village.

In addition, this project would increase independence for these adults with developmental disabilities by providing coaching in daily living skills, facilitating community involvement and increasing employment opportunities.

Leavenworth, WA, is an outstanding community as is evidenced by its level of support for individuals who have disabilities. This Project would add yet another level of support to that already existing, which is beneficial not only to those with disabilities but to the community as a whole. As people of all types and levels of ability have more opportunities to get to know each other, we all realize the importance of diversity to our community. Everyone has something to offer. Please support this Project.

Sincerely,

*Teresa Anderman*, Executive Director  
Upper Valley Connection

P.O. Box 2137 Leavenworth WA 98826 509-548-2168 email: [uvconn1@nwi.net](mailto:uvconn1@nwi.net)

**LEAVENWORTH & UPPER VALLEY EMPLOYMENT SERVICES**  
**12686 SHORE STREET LEAVENWORTH, WA 98826**  
**509-548-7108, [luvesoffice@gmail.com](mailto:luvesoffice@gmail.com)**

November 17, 2014

Regional Transportation Planning Organization  
Staff Jeff Wilkens  
Wenatchee Valley Transportation Council  
300 S. Columbia 3<sup>rd</sup> Floor  
Wenatchee, WA 98801

Dear RTPO Members:

As a rural provider of employment support services for disabled adults, I am well aware of the transportation challenges confronting the newest provider of services located at Tierra Village in Sunitsch Canyon outside Leavenworth. I would heartily recommend that your organization consider the importance of supporting the Tierra Village Mobility Equality Project. The pre-employment and employment training program offered in this new facility as well as the opportunities for meaningful integration of disabled adults into their local community are dependent on reliable, affordable transportation options for the local citizens enrolled in this program.

The challenges for meeting the needs of lifetime disabled populations are significant, and require, in my opinion, a concerted effort on the part of the wider community and the partnership of many agencies. Providing transportation will literally open a world of opportunities this group of people will not otherwise have access to. It is my hope that grant funds will be allocated for this most worthy project.

If further information is desired, please don't hesitate to contact me. I have been the program director of a rural employment support agency for the past 13 years, and would welcome the opportunity to answer questions on behalf of this grant request.

Sincerely,

Kathy Bangsund  
Executive Director, LUVES